

CE Submission: A How-To Guide

In addition to this document, please refer to the CE Policy. The policy does a great job of not only describing different types of CE, but it also features a new column that gives you a keyword to search so you can find it more easily during CE submission. Please take a look at the updated CE Policy, and refer to it first should you have any questions when submitting CE.

Please also note that while CE is being submitted online, you are asked to keep all CE documentation (certificates, letters from supervisors, conference receipts, etc.) in a safe place for up to three collection periods as the OAVT will be conducting quarterly CE audits. A percentage of RVTs will randomly be audited four times per year, and those RVTs will be asked to provide documentation to support their CE submission. Carryover credits from the past collection period could also be audited.

As for the submission process itself, it is quite simple:

- 1. Log in to your profile.**
- 2. Go to the “education” tab on the top menu and choose “Continuing Education Activities.” From there you will be directed to your CE Record, which includes your collection period date and current credits obtained.**
- 3. Below your CE chart/graph there is a green button that says “add new activity.” Click this to enter your CE.**
- 4. In the search bar, put a keyword for what you are looking for. When you find the activity on the CE list, click the green “assign” button on the right hand side. You will be asked to give a date. Put the date you did the CE (if it is a multi-day event, choose the day on your certificate or the first or last day of a conference).**
- 5. Once you click “assign”, the credits will go right to your CE record.**
- 6. Repeat the process for each CE submission you would like to make.**
- 7. Carry-over credits (from Category 1 only) will automatically be carried over to your next collection period – to a maximum of 10 credits.**

Note: RVT Journal Quizzes taken in the new system will be automatically added to your account, as well as credits from all future OAVT Conferences.

We have tried to make the CE submission process simple and effective for everyone, and to do that we decided to remove the “add your own CE” button. The list of CE to choose from has been kept fairly broad. Almost everything is based on the idea that there are two types of CE: in-person or online. While there are some specific CE choices (for example: Bayer in-person or Hill’s online), a good option is “unlisted host” in person or “unlisted host” online. It can be used for almost anything. Same thing for “Conference (NOT OAVT)” – which, as the name suggests, can be used for any single conference that is not the OAVT Conference.

EXAMPLE

Jane Doe, RVT, has to submit the following CE: a 1 hour lunch and learn from Merck, a 2 hour online course from Idexx, the AAHA Conference (March 12-15, 2015), volunteering at a humane society for 2 hours, and writing a 3,000 word article for the RVT Journal. How should Jane submit these things?

1. Search Merck, and choose Merck – In person 1 hour
2. Search Idexx, and choose Idexx – Online 2 hours
3. Search Conference, and choose Conference (NOT OAVT) 4 days
4. Search Volunteer, and choose Promote or Support RVTs in Any Format 2 hours
5. Search Writing, and choose Writing - Creation and Publication of 2,000 to 4,999 words (article, textbook, etc.)

This is just an example, and it makes even more sense when you go through the CE Policy.

In the end, the best advice we can give you is to be “creative” with your submissions. If you take a weekend course, and you enter it as a “Conference (NOT OAVT)” – that’s fine! As long as the assigned credits are accurate. The most important thing is that you put the correct amount of credits into your credit record. If you choose to assign yourself a certain CE listing, as long as you can back it up with the proper documentation, then you will be fine if/when you are chosen for a CE audit.

If you have any questions, please don’t hesitate to ask OAVT Staff.